

CITY ZONE CHANGE
PRE-APPLICATION INFORMATION FORM

The **City of Billings** requires a pre-application neighborhood meeting for each zone change request. The Planning Division will provide a list of property owners within 300 feet of the exterior boundary of a proposed zone change. This list of owners is based on best available information but is not certified by the Clerk & Recorder of Yellowstone County. A certified list of surrounding property owners is still required at the time a zone change application is submitted to the Planning Division.

The surrounding property owners within 300 feet, the Planning Division and the Neighborhood Task Force (if any) must be notified by mail at least seven (7) calendar days in advance of the required pre-application neighborhood meeting.

The pre-application neighborhood meeting must be conducted at least seven (7) calendar days prior to submitting a zone change application.

The owner(s), contract purchasers (if any) and agents (if any) are required to submit this completed form and any attachments along with a completed zone change application packet, including any required fees, for a zone change to be processed by the Planning Division.

1. Present Zoning: _____
2. Written description of the Zone Change Plan including square footage or acres of proposed new zoning: please attach to this form
3. Subject Property Map: please attach to this form
4. Legal Description of Property: _____
5. Neighborhood Task Force Area: Yes /// No . If Yes, Name of Task Force and mailing address of Chairperson: _____
6. List of surrounding property owners within 300 feet of the exterior boundary of the proposed zone change: Obtain from Planning Division and attach to this form
7. Roster of persons who attended the pre-application neighborhood meeting: please attach to this form
8. Statement of owner(s) or agent(s) affirming the following: 1) the pre-application neighborhood meeting was held, and 2) the zone change application is based on materials presented at the meeting. Include a copy of the meeting notice, written materials mailed or provided at the meeting, a brief synopsis of the meeting results and audio or written minutes of the meeting: please attach to this form.

Owner (s): _____ **Telephone:** _____

Address: _____ **Email:** _____

Agent (s): _____ **Telephone:** _____

Address: _____ **Email:** _____
